

**LEMON GROVE CITY COUNCIL
AGENDA ITEM SUMMARY**

Item No. 1.F
Mtg. Date June 2, 2015
Dept. City Manager's Office

Item Title: **Job Descriptions Related to the Fiscal Year 2015-2016 Budget**

Staff Contact: Corinne Russell, Human Resources Analyst

Recommendation:

Adopt a resolution (**Attachment B**) approving two new job descriptions and a job description update that were presented as part of the budget on May 19, 2015.

Item Summary:

On May 19, 2015, staff presented the draft FY 2015-16 budget, which included two new job descriptions (Assistant Planner and Human Resources Manager) and a job description update (Administrative/Accounting Assistant). Staff has prepared a resolution (**Attachment A**) approving these two new job descriptions and the job description update. Attached to the resolution are the job description details.

Fiscal Impact:

None.

Environmental Review:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Not subject to review | <input type="checkbox"/> Negative Declaration |
| <input type="checkbox"/> Categorical Exemption, Section | <input type="checkbox"/> Mitigated Negative Declaration |

Public Information:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> None | <input type="checkbox"/> Newsletter article | <input type="checkbox"/> Notice to property owners within 300 ft. |
| <input type="checkbox"/> Notice published in local newspaper | <input type="checkbox"/> Neighborhood meeting | |

Attachments:

- A. Resolution
- B. Assistant Planner Job Description
- C. Human Resources Manager Job Description
- D. Administrative/Accounting Assistant Job Description

Attachment A

RESOLUTION NO. 2015-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA APPROVING ASSISTANT PLANNER, HUMAN RESOURCES MANAGER, AND ADMINISTRATIVE/ACCOUNTING ASSISTANT JOB DESCRIPTIONS

WHEREAS, on May 19, 2015, the City Council was presented with the draft FY 2015-2016 Budget; and

WHEREAS, said Budget included the addition of two new position titles: Assistant Planner and Human Resources Manager; and

WHEREAS, said Budget included the update of one job description: Administrative/Accounting Assistant; and

WHEREAS, the City Council finds it in the public interest to approve the two new job descriptions for Assistant Planner and Human Resources Manager and the update for Administrative/Accounting Assistant position.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lemon Grove, California hereby:

1. Approves the attached Assistant Planner job description (**Attachment B**); and
2. Approves the attached Human Resources Manager job description (**Attachment C**); and
3. Approves the attached update for Administrative/Accounting Assistant job description (**Attachment D**).

Attachment B

CITY OF LEMON GROVE

Class Title: Assistant Planner
Department: Development Services

GENERAL PURPOSE

Perform a variety of administrative, technical and professional work in any and all planning programs of the city related to development of land and implementation of city land use policies and procedures.

SUPERVISION RECEIVED AND RESPONSIBILITIES

This position works under the general supervision of the Development Services Director and under immediate direct supervision of the Senior or Principal Planner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and assists with the development of planning studies and reports in support of new and updated plans, programs and regulations
- Conducts environmental analysis pursuant to the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA)
- Reviews or assists in the review of simple to moderately difficult development proposals and site plans for conformance with codes, plans, and regulations
- Prepares and presents or aids in the preparation or presentation of detailed reports on development proposals to government bodies
- Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, tax base data, business history and occupancy rates
- Evaluates or assists in the evaluation of rezoning projects or zone amendments, ordinance amendments, site plans, use permits, variances and other proposals
- Acts as liaison between community groups, government agencies, developers and elected officials in developing neighborhood plans
- Coordinates community review of public and private development projects
- Provides information to the public regarding development regulations
- Assists in resolving citizen and customer issues
- Oversees the work of consultants and interns
- Conducts field evaluations and assessments
- Organizes records and files for existing and new projects and programs
- Attends substantial number of evening and weekend meetings

EDUCATION AND EXPERIENCE

Any combination of education, training and experience that clearly demonstrates possession of the knowledge and abilities needed to perform the typical duties listed above. A typical way to obtain the knowledge and abilities would be:

Attachment B

- Equivalent to a Bachelors degree from an accredited college or university with a major course work in land-use planning, urban planning, landscape architecture or a related field; and
- One year of planning experience, preferably within a local government environment.

LICENSES AND CERTIFICATION

Possession of a valid Class C California driver's license, or ability to obtain one.

AICP Certification or progress toward AICP Certification is desirable

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of planning
- Land development processes and techniques
- Principles and practices of research and data collection
Effective writing and presentation techniques
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations
- Willingness to learn computer hardware and software programs, which include Microsoft Programs (Word, Outlook, Excel, PowerPoint), permitting software, Internet applications, graphic programs and GIS.

Ability to:

- Communicate rules and procedures clearly to the public
- Problem-solve to gather relevant information to solve vaguely defined practical problems
- Review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions
- Create graphic illustrations or designs, development strategies, and render site plans via sketches and/or computer graphics
- Prepare memorandums, correspondence, reports, notices and presentation materials.
- Work on several projects or issues simultaneously
- Work independently or in a team environment as needed
- Attend to details while keeping big-picture goals in mind
- Learn new computer systems
- Research and interpret Federal, State and local laws, programs, and policies
- Collaborate effectively and courteously with the public and colleagues on a variety of tasks

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet and database software including Office 2000, office telephone, digital camera, microfiche, television, video cassette recorder, 10-key calculator, facsimile, copier, and postage machine.

Attachment B

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical Demands

Requires frequent lifting, pulling, and/or pushing objects that are 20 pounds. Required to work at a computer for prolonged periods while generating reports and documents. Frequently required to sit, stand, reach, lean, twist, turn, bend and kneel, use hands to finger, handle, grasp, feel or operate objects, sit for prolonged periods of time. Hear and speak to contractors, the general public and City staff on the telephone and in person. Read documents, plans, specifications, reports, contracts, correspondence, memoranda, and other records. Requires vision (which may be corrected) to read small print often found on construction blueprints and other documents. Operate a multitude of office equipment. Some outdoor work is required in the inspection of various land use developments and constructions sites.

Work Environment

- Office environment that can be fast paced; and
- Travel from site to site; use of personal vehicle may be required.
- Some outside exposure which can be wet, hot and/humid conditions or airborne particles.

GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Lemon Grove City Council:

Attachment C

City of Lemon Grove

Class Title: Human Resources Manager Department: City Manager/Finance

Under general supervision, perform responsible personnel and financial work, including recruitment, examining, selection, labor negotiations, classification, wage and salary administration, employee inductions, administration of employee benefits, training and employer-employee relations, payroll and related functions. To provide information and assistance to City Employees and the general public regarding human resources activities, processes, policies and procedures.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the City Manager and Finance Director.

May exercise direct supervision over clerical staff in Finance or City Manager's Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan recruitments with direction from Department Directors
- Administers Affordable Care Act requirements
- Maintains Workers Compensation files and acts as City's liaison between TPA
- Composes, reviews and determines distribution of examination announcements and related recruiting strategies;
- Constructs and revises written tests, performance tests, patterned orals, assessment centers; and other selection instruments;
- Analyzes test results to determine item validity and reliability, difficulty level and pass points;
- Prepares written reports and correspondence, job announcements and recruiting publicity; prepares new hire offer letters and pre-employment materials;
- Plans, coordinates, and conducts employee orientation and exit interviews.
- Receive, verify and process employee payroll transactions; coordinate the City's leave administration program; coordinate the annual sick leave conversions and vacation conversion programs;
- Coordinate and administer the day-to-day activity of the City's group benefits and retirement programs; conduct annual open enrollment; may conduct presentations regarding benefits and retirement programs;
- Ensure compliance with COBRA and HIPAA regulations, and State and Federal laws;
- Coordinate and monitor City-wide performance evaluation notification
- Maintain employee information and records requiring confidentiality;
- Conduct and respond to salary, benefit and classification surveys and keep IEDA
- Maintain database with all Fire and Public Works credentials, certificates and training
- Schedule and track mandatory ICS course for key staff
- Assists administrators of operating departments in the solution of personnel problems;

Attachment C

- Coordinate and serve as primary point of contact for City-wide medical examinations, including new employee medical examinations, DMV and DOT examinations, and physicals.
- Maintains liaison with departments and other agencies;
- Conducts special projects, investigations not limited to but including disciplinary cases;
- Assist in employee-employer labor negotiations with various bargaining units, conduct a variety of surveys to gather and compile information for negotiation purposes
- Determines needs and coordinates general employee training;
- Responsible for the salaries and benefits portion of the budget
- Consult with and advise City staff on policies, procedures and employee relations; provide guidance and assistance on personnel issues;
- Conduct research, analyze data, and prepare written and statistical reports and recommendations for a variety of human resource issues and topics; make oral presentations as required; update and revise written directive, rules, and regulations and various handbooks as appropriate.
- Respond to public inquiries in a courteous manner; provide information with the area of assignment, resolve complaints in an efficient and timely manner.
- Perform general clerical duties including typing, mailing, filing, copying, and maintaining personnel records; and
- Perform related work as required.

EDUCATION AND EXPERIENCE

Any combination equivalent to the education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Human Resource Management Certificate or degree in related field; and
- Five years of increasingly responsible human resource experience, preferably in a governmental or municipal setting.

LICENSES OR CERTIFICATION

Possession of a valid Class C California driver's license

KNOWLEDGE OF:

- Public sector human resources policies, practices, and wage and salary administration
- Basic understanding of employee classification, compensation and benefits, recruitment, selection, training, and labor relations;
- Principles and procedures of personnel record keeping and reporting;
- Principles and practices of computer-based automated payroll systems;
- Principles and practices of human resource administration;
- Federal, State and local legislation and regulations related to human resource operations
- Modern office procedures, methods and equipment, including computer equipment; and
- Microsoft Office programs, including Word, Excel, and Outlook.

Attachment C

ABILITY TO:

- Perform detailed and accurate work;
- Communicate clearly and concisely, both orally and in writing;
- Produce professional presentations, research/analytic studies, correspondence and other forms of communication;
- Establish and maintain effective working relationships with staff and the public;
- Utilize personal computer, 10-key calculator, and other miscellaneous office machines;
- Exercise good judgment and prioritize daily functions; and
- Maintain confidentiality regarding personnel issues.

TOOLS AND EQUIPMENT USED

Basic office equipment, including office telephone, personal computer, printer, 10-key calculator, facsimile, copier, and postage machine.

PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Requires frequent lifting, pulling, and/or pushing objects that are 20 pounds. Required to work at a computer for prolonged periods of time generating reports and documents. Frequently required to sit, stand, reach, lean, twist, turn, bend and kneel, use hands to finger, handle, grasp, feel or operate objects, sit for prolonged periods of time. Hear and speak to vendors, the general public and City staff on the telephone and in person. Read documents, specifications, reports, contracts, correspondence, memoranda, and other records. Requires vision (which may be corrected) to read small print often found on documents. Operate a multitude of office equipment.

WORK ENVIRONMENT

- Generally quiet office environment that can be fast paced; and
- May require minor travel with use of personal vehicle.

GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Lemon Grove City Council:

Attachment D

CITY OF LEMON GROVE

Class Title: **Administrative/Accounting Assistant**
Department: **Finance**

GENERAL PURPOSE

Under general supervision, perform a variety of routine and complex administrative work in keeping official records, providing administrative support to the Finance Director and perform responsible financial clerical work in the keeping and/or processing of financial records, maintain the City's website and providing IT assistance as support for the Finance Department.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Finance Director and the Accounting Analyst.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Respond professionally and efficiently to public inquiries by phone and in person;
- Perform responsible activities of the Finance Department including general accounting, purchasing, fixed asset management, budget analysis, and grant accounting;
- Respond to inquiries regarding Accounts Payable, Accounts Receivable and citations;
- Provide responsible staff assistance to the Finance Director and Accounting Analyst;
- Prepare a variety of financial reports;
- Maintain fixed asset records;
- Process departmental requisitions;
- Perform general clerical duties including typing, mailing, filing, copying, and maintaining records;
- Maintain the City's website
- Provide basic IT support
- Act as City's liaison between software vendors; and
- Perform related work as required.

EDUCATION AND EXPERIENCE

Any combination equivalent to the education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- College course work, an associate's degree or a bachelor's degree from an accredited college with emphasis in accounting or related field; and
- Two years of increasingly responsible clerical accounting experience, preferably in a governmental or municipal setting.

LICENSES OR CERTIFICATION

Possession of a valid Class C California driver's license

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KNOWLEDGE OF:

- General and fund accounting procedures and terminology;
- Principles and procedures of financial record keeping and reporting;
- Principles and practices of computer-based automated accounting systems;
- Modern office procedures, methods and equipment, including computer equipment; and
- Microsoft Office programs, including Word, Excel, and Outlook.
- Website design and maintain
- Basic IT functions

ABILITY TO:

- Perform detailed and accurate work;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with staff and the public;
- Utilize personal computer, 10-key calculator, and other miscellaneous office machines;
- Exercise good judgment and prioritize daily functions; and
- Maintain confidentiality regarding personnel issues.

TOOLS AND EQUIPMENT USED

Basic office equipment, including office telephone, personal computer, printer, 10-key calculator, facsimile, copier, and postage machine.

PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Requires frequent lifting, pulling, and/or pushing objects that are 20 pounds. Required to work at a computer for prolonged periods of time generating reports and documents. Frequently required to sit, stand, reach, lean, twist, turn, bend and kneel, use hands to finger, handle, grasp, feel or operate objects, sit for prolonged periods of time. Hear and speak to vendors, the general public and City staff on the telephone and in person. Read documents, specifications, reports, contracts, correspondence, memoranda, and other records. Requires vision (which may be corrected) to read small print often found on documents. Operate office equipment.

WORK ENVIRONMENT

- Generally quiet office environment that can be fast paced; and
- May require minor travel with use of personal vehicle.

GUIDELINES

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